

Rules & Regulations for Ph.D. Students

➤ Attendance

- Students should maintain the attendance and leave records in their department's register and also record their attendance in the register/ biometrics at the institute entrance.
- Attendance record of all students must be kept by the respective **Divisional Head/Guide** irrespective of whether the student is drawing any fellowship/stipend and should be produced at any time when asked by the competent authority.
- Students availing fellowship/ salary (**own or project or institutional stipend**) should submit their attendance signed by competent authority (guide/project PI) to project cell on the last working day of every month for the timely release of their salaries.
- Students should avail leave as per the institute's policy.
- Leave Provisions:
 - a) Annual/ Accrued leave: 30 days per annum (Pro-rated @2.5 days per month of completed service)
 - b) 08 days Casual leave and 2 day Restricted Holiday as per GOI rules
 - c) On termination, he/she will not be entitled to the benefit of encashment of earned leave.
 - d) Leave shall not be carried forward beyond one year. Accumulation of leave beyond a calendar year shall not be allowed.
 - e) Maternity Leave (180 days) as per GOI rules for female students.
- Duly filled leave application form should be submitted in advance to project cell/admin through proper channel. Without this, the leave would be considered unauthorized and no fellowship/ salary would be given for the period of leave.

➤ Work completion and exit

Students who complete their fellowship tenure and not availing any institutional stipend or project fellowship and have completed bench work for Ph.D (as certified by the guide and the RAC) and are not coming to the institute for any reason must intimate project cell, academic cell as well as Director. Failing which request for relieving letter/experience letter/other thesis submission requirements at the university will not be considered. Such

students will also be asked to vacate hostel room, in case they are availing this facility.

- Those drawing fellowship (own or project or institutional stipend) will not be allowed to work from home during their tenure.
- Work from home will not be allowed for students who have not completed 5 years after the Ph.D. title approval/completed their proposed objectives. Approval of work from home upon fulfilling these criteria will be at the director's discretion.
- Any post facto approval request for work from home will not be entertained. Student can only avail work from home with due permission from Director ICMR-NIRRH.
- Ph.D. students should not leave the Institute without seeking permission from the director and without informing academic cell if their viva is yet to be held. In case, student is taking up any other assignment after submission of his/her synopsis/thesis, then he/she should inform academic cell after seeking permission from the director. All emails should be forwarded through guide.

➤ **Exit procedure:**

- An email should be forwarded through the guide to the academic cell, project cell & library to intimate the completion of Ph.D (after viva-voice exam), which will be followed by obtaining "no dues" certificate from concerned departments. After completion of no dues process, student should deposit his/her identity card issued during the Ph.D. tenure.
- Relieving letter will be issued by the administration section to the student only after no dues are cleared.

#A disciplinary action can be taken against the student if he/she is found not abiding by the rules and regulations laid down by the institute.

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Director
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